

**MEETING OF THE
BOARD OF LIBRARY TRUSTEES
AUGUST 6, 2018
MINUTES**

Location: Fox Library Community Room

Call to Order

Chair Amy Hampe called the meeting to order at 7:09 pm. In attendance were Trustees Heather Calvin, Lois Rho, and Adam Delmolino. Trustee Kathy Fennelly attended via Skype. Andrea Nicolay, library director, and Anna Litten, library assistant director were also in attendance.

Approval of June 12 Meeting Minutes (vote needed)

Ms. Calvin moved to approve the minutes. Mr. Delmolino seconded the motion. The Board unanimously approved the minutes.

Report of FY18 Trust Fund Expenditures and Vote for FY19 Trust Fund Allocations (vote needed)

Ms. Nicolay presented the Trust Fund Expenditures for FY18 and asked if there were any questions. Ms. Rho asked for an explanation as to why the FY18 Budget was underspent by \$11,000. Ms. Nicolay provided details: summer reading program prizes for teens came from excess in Friends of the Robbins Library funds. Community Read funding came from both Friends groups instead of trust funds so those groups could be given the opportunity to support the Arlington Reads Together Program. Funds were also underspend in staff development and author programs. The ROL expenses came in slightly under budget.

Ms. Nicolay presented the FY2019 Trust Fund Request. Ms. Nicolay explained that she is suggesting moving some fund requests from General unrestricted trust to the Arlington Libraries Foundation. As the Foundation grows in scope and purpose, this move gives the Foundation projects to celebrate in outreach and publicity. General trust funds will instead support library strategic planning. The Board was reminded that the MacEachern fund is to be fully expended on downloadable audiobooks per the gift instructions. The board discussed the proposed budget. After discussion about the Assistant to the Circulating Art Prints Coordinator line, it was decided to strike the \$600 line from the budget. Mr. Delmolino made a motion to approve the budget with the previously discussed amendment of removing the \$600 line for the Robbins Print Fund

Assistant from the budget. Ms. Calvin seconded the motion, and the FY19 Trust Funds Request passed unanimously for a Grant Total of \$71,426.66.

Russell Fund Report FY18

Ms. Nicolay credited Mora Rothenberg for doing a great job of putting the Russell Fund report together. Ms. Nicolay will send the report to Gordon Russell, Claire Murphy, and Elizabeth Bilafer. Ms. Hampe called for questions or comments on the Russell fund. Ms. Nicolay was pleased to confirm we spent 100% of the budget for FY18.

Report of FY18 Russell Fund Expenditures and Vote for FY19 Russell Fund Allocations (vote needed)

Questions arose on the proposed salary increase for the Russell Fund coordinator. Ms. Nicolay explained that Ms. Rothenberg did salary research via tools like Glassdoor and other HR websites for salary comparison data. According to research presented by Ms. Nicolay, the average salary for these position in Boston is \$36.00/hour with ranges between \$30-\$42/hour. This year, a \$400 contingency for seasonal demands on the Coordinator's time has also been added to the salary. Ms. Nicolay voiced that the library has demanded more and more of the Russell Fund Coordinator as the town's population has grown and the position has become more complex, and that she endorses the overall salary increase. Looking at the materials expenditure for FY18, the Board suggested Ms. Nicolay follow up with the Head of Children's Services to explore increasing that line in the future.

Mr. Delmolino motioned to approve the FY19 allocations. Ms. Rho seconded the motion. The motion passed unanimously.

Approval of FY19 Administration Goals (vote needed)

Ms. Nicolay presented the FY2019 Administration Goals and Objectives. The Board suggested that library administration include more actionable items in the document. Mr. Delmolino asked for language that conveys deliverables on administration goals. The goals should above all be useful and reflect the work to be done over the year. Discussion of how "Evergreen" goals are used vs. yearly focus. Ms. Hampe suggested postponing the vote on the Administration Goals and Objectives allowing Ms. Nicolay time to revisit this document.

Approval of FY19 Trustee Goals (vote needed)

Discussion of Administration Goals prompted discussion of Trustees Goals. What can

be done to bring the Trustee and the Administration Goals and Objectives closer together, as they should function as two sides of the same discussion. The recommendation of the Board was to do away with a separate set of Trustee Goals because the job of the Board is to support the goals of the Administration. No vote was taken.

Community Time

There were no members of the public present.

Reimagining Our Libraries Update

Ms. Nicolay reported that there was a lot of feedback following the Community ROL meetings in June, particularly around the issue of creating a public/private partnership at the Fox location for a 3-5 story building that could include housing or other mixed-use type of spaces. Ms. Nicolay met with Town Manager Adam Chapdelaine and Director of Planning and Community Development Jenny Raitt to explore options around this idea. Ms. Raitt shared a few articles, which Ms. Nicolay will pass on to the Board. Ms. Nicolay emphasized that this is not solely a library issue and the town must be a partner in these conversations. It was pointed out that costs may be deferred from town/taxpayers by pursuing multi-use spaces. Ms. Nicolay thinks she needs more information, and has started working on a document laying out funding options. She will present updates to the Board as plans are developed.

Winfield Robbins Art Print Collection Update

Ms. Nicolay thanked Ms. Fennelly for drafting letter to Town Meeting Members regarding the Art Prints collection. Ms. Nicolay and Town Counsel Doug Heim are scheduled for a call with the Attorney General's office. Ms. Nicolay and Mr. Heim are putting together requested documentation of the gift, from news articles, town minutes, and other sources. Art Prints Coordinator Nancy Gentile has asked for the Childs Gallery to finish the appraisal project. The Board requested additional information on the circulating collection. Ms. Nicolay noted that any action plan relative to the art prints collection needs to include PR/education. Ms. Hampe added that there should be more discussion on this topic at the next meeting.

Town Day Booth

Ms. Hampe and Ms. Fennelly will staff the booth from 9-11. Mr. Delmolino will staff from 1-3. Ms. Hampe requested that Trustees contact her directly and she will create the day's schedule.

Director's Report

To save time at future meetings, Ms. Hampe requested that the board read the Director's Report ahead of time, and use this time to ask questions, comment, etc. Ms. Nicolay highlighted from her report: new Head of Teen Services Katy Kania has joined the team. The library will launch a subscription to Kanopy, a movie streaming service. The library is still hiring the Fox Branch Librarian, Adult Services Librarian, and the part time Technology Librarian position. There is a significant retirement: Claire Anderson will be retiring after 32 years of service to the community in the Circulation Department. The Board requested that Ms. Nicolay add data regarding circulation, door counts, and more information of this nature in future reports.

Foundation Liaison Update

Ms. Nicolay reported on the Foundation. The Foundation crossed an important benchmark and raised \$100,000 in FY18. The Foundation has a new form for nominating board members. The Foundation granted \$54,000 in funds to the library for FY19, which represents a 22% increase over last year's grant. The majority of these funds will be applied to materials for Robbins and Fox and to the Overdrive Advantage collection.

Friends Liaison Updates

Friends of Fox: Ms. Nicolay has been communicating with Friends of Fox Chair Pam DiBona and urging the board to engage in a mediated conversation with the co-managers, with whom they have a disagreement over management practices. Ms. Nicolay also impressed on Ms. DiBona the need for the Friends of Fox board to be financially transparent for planning purposes. The Friends of the Robbins Library have strong programs planned for the year. Ms. Nicolay shared that the Friends of the Robbins Library would like to start scheduling music in the Reading Room one Sunday a month in wintertime, and the Board endorsed this idea.

Communications and Announcements

Ms. Nicolay shared the announcement for Claire Anderson's retirement party. Ms. Nicolay also shared a letter from the Elbridge Farmer Trust Fund.

Unanticipated Items

There were no unanticipated items.

Date of Next Meeting:

The next meeting will be held on Monday, September 11, 2018 in the Robbins Library Conference Room at 7:15 pm.

Adjournment (vote needed)

Mr. Delmolino moved to adjourn the meeting. Ms. Calvin seconded the motion. Ms. Hampe adjourned the meeting at 9:20 pm.

Materials

August Meeting Agenda

June 2018 meeting minutes

FY18 Trust Expenses

FY19 Trust Request

Russell Fund Report FY18

Draft FY19 Admin Goals

Draft FY19 Trustee Goals